

**Essex Building Committee  
Town of Essex  
29 West Avenue  
Essex, CT  
Conference Room B**

**March 16, 2016**

**MEETING MINUTES**

Building Committee members in attendance:

Bruce Glowac  
Leigh Rankin  
Kelly Sterner

Others in attendance:

Tom Fitzgerald, Region #4 (Absent)  
Norman Needleman, First Selectman (Absent)  
Gary Riggio, Riggio Construction  
Denise Von Dassel

Meeting called to order by Bruce Glowac at 8:07 a.m.

**Approval of previous meeting minutes:**

***Kelly Sterner moved to approve the minutes of March 2, 2016, seconded by Leigh Rankin.  
Passed unanimously. Motion carried.***

**Old Business:**

- a. Essex Elementary School – Paving – Bruce spoke to Bob Doane and he is still putting together the plan
- b. Town Garage – Bruce mentioned while speaking with Bob he indicated that at the Public Works site they are jack hammering the current concrete to see how much concrete there is there. They believe the existing concrete may be the length of the footing. Bruce will go out today to see where they are at. Delivery of the new building is expected to be sometime in April/May.

- c. Essex Elem School Library & AC – Leigh attended the EES BOE - Budget Review meeting where the Library Committee presented their ideas. Bruce indicated that our Building Committee budget number is firm. Bruce asked if there are any deadline restraints for the Library/Media Center to happen this summer. Leigh indicated that contracts need to be signed and done by end of April to hit lead time by end of summer. Leigh updated the Building Committee that Tom King (Thermomedics) has one wing left to go on the school A/C and is on the road to finishing up.
  
- d. Land use offices (Gary Riggio)
  - i. Hazardous Material – Gary discussed the results from Mystic Air and ABCON. Good news no asbestos, bad news is there is lead. Work will be the removal and encapsulation. Gary distributed the Scope of Work from ABCON including the demo piece that will be done by Riggio and Sons. ABCON's approximate costs will be \$19,975. In addition to disposal costs of \$7,225, there is a fee of \$195 per yard for each additional yard over 15. They also add in 10% of invoice fee for fuel surcharge, liners \$45.00 each, and Spot Delivery – \$300.00. Gary will also include his costs in the entire package. Bruce asked Gary to include the work under his GC Contract.

Joe Budrow, ZEO, attended today's meeting for Land Use. Bruce discussed time schedule for the Land Use move with John Heiser, Registrar of Voters, regarding auditorium space. John asked if we could wait for the primary in April and school referendum, May 3<sup>rd</sup>. Gary will begin framing the wall in the Auditorium on Wednesday, April 27<sup>th</sup>. Kelly asked about start to finish time frames (move to auditorium and back upstairs). Gary thinks this project could take about 2 months with a month's contingency. Gary and his crew would like to shoot for May 1<sup>st</sup> to start major construction including the lead abatement process. Kelly will call Latham Movers to get them on the schedule to move the Land Use folks downstairs after May 3<sup>rd</sup>. Joe Budrow will discuss the layout in the auditorium with the land use folks. The space will be 18' to 20' feet out from the kitchen. Denise will get the blank space auditorium layout out to Joe Budrow for laying out the temporary office space. Kelly will also call

the IT / Phones people to set up the dates for wiring. Keith Nolin, Fire Marshal, will need to be involved with regards to the wiring setup in the auditorium.

***Leigh Rankin made a motion to start the Land Use renovation project on May 1, 2016, seconded by Kelly Sterner. Passed unanimously. Motion carried.***

- ii. Entry Way & Bathrooms – Denise discussed the back entrance with regards to the new railings and ramp. She brought pictures of a similar rail done at a local church that were received well. The automatic door opener will be mounted on one of rails coming in from the ramp or directly from the parking lot.

Still working on the finishes for the bathroom. Dave wants 5' turnaround inside the bathrooms as that is code. Denise will continue to look at the sloping of the floor for the shower and come up with some alternatives other than pouring a new concrete floor. Denise would like to keep the colors neutral. She recommends warm LED lighting to eliminate the harsh fluorescent lighting that is currently in place. Gary asked about the start of this project and Bruce indicated that this should start after the land use office project is complete.

- iii. Time Schedule – Kelly will draw up a timeline for these projects.

#### **New Business:**

Leigh discussed the new A/C insulated ducted system weighing 7 ½ ton for the land use offices here at the Town Hall. She asked Tom King (Thermomedics) and he indicated it can't be put on top of the elevator shaft due to duct restrictions. Leigh gave info to Gary from Tom King to pass along to an engineer for additional supports that would be needed to put the A/C on the roof.

#### **Approval of Invoices:**

***Bruce Glowac motioned to approve the invoice from WMC Consulting Engineer for the Walnut Street Bridge preliminary design for \$5,807.91, (after review by John Guskowski, Town Planner). Seconded by Kelly Sterner. Passed. Motioned carried. Abstained: Leigh Rankin.***

Kelly discussed the current Capital Improvement Projects budget worksheet as to where we are at. Things are looking pretty good. Still waiting on a few things to be applied to the worksheet

and what costs they may come in at. Heating at the Public Works building is still on hold due to the status of whether or not we can tap into the natural gas line.

**Other business:**

***Bruce motioned to adjourn at 9:23 a.m. Passed unanimously. Motion carried.***

Respectfully submitted,

Yvonne M. Roziak